



# Goodbye Paper Hello Freedom

## IntelliChief™ for Total Paperless Process Management

IntelliChief represents a groundbreaking suite of Paperless Process Management (PPM) solutions that allows every user in your enterprise to create, deliver, process, and archive mission-critical documents without using a single sheet of paper. IntelliChief combines the strengths of many document & process management technologies (ECM, EDM, ILM, etc.) into a single, affordable solution that is integrated and customized to meet the challenges faced by your company.

### The Benefits of IntelliChief

IntelliChief will provide numerous benefits in several areas including cost control, streamlined workflow, increased efficiency, and greater security.

- IntelliChief allows users to perform all document creation, delivery, processing, and archiving functions from the desktop. They don't have to walk to copying machines, filing cabinets, fax machines, or printers. They don't even have to walk from office to office to get document approvals or modifications. Everything happens within IntelliChief.
- IntelliChief automates many of the document-related tasks that you now perform manually. Routing, workflow, internal & external delivery, document matching, all occur with zero manual intervention. Not only does this save time, but it greatly cuts down on lost documents and human error.

- Securely store all documents in a centralized archive where you can set highly flexible document retention rules. This simplifies compliance with regulatory laws Sarbanes-Oxley and HIPAA. From the archive, you can also customize user authorities to ensure that documents are only viewed and worked on by authorized users.
- IntelliChief eliminates the need for pre-printed documents, fax machines, specialty printers, copying machines, filing cabinets, and greatly reduces postage expenses. Not only do you eliminate all the costs associated with these items, you also retrieve the floor space they occupy.

### IntelliChief Mobile™

IntelliChief Mobile extends i Series, and other documents so that they can be easily accessed in an instant, from any location, at any time. With an Apple®, Android™, or Windows® Mobile device, you can connect to your IntelliChief Document Management system dashboard and customized inboxes via URL and search, retrieve, view, sort, and manage your documents.

### How Does IntelliChief Work?

IntelliChief delivers PPM based on a six-component architecture that integrates directly into a customer's existing IT hardware and software environment. This allows IntelliChief to deliver a completely paperless office while the end user continues to work primarily within familiar business application and email client screens.

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### What is PPM?

It's not just a technology. It's a strategy. It's a new way to think about the document lifecycle. PPM is an intelligent approach to eliminating paper altogether and processing documents electronically, rapidly, securely, and reliably. PPM manages and safeguards the document lifecycle from cradle to grave.

For more information about PPM and to **download a free whitepaper**, visit <http://www.intellichief.com/ppm>.

## DISTRIBUTE

Part of the challenge in managing business documents is ensuring they are sent to the right person, at the right moment, using the right method. IntelliChief automates the task of distributing documents, so you don't have to!

## CAPTURE

Forms Processing (OCR, ICR, OMR)- Looking to convert emails, faxes and paper documents into electronic images? IntelliChief Capture products combine unrivaled levels of capture automation, are extremely easy to use, and have a quick return on investment.

## CREATE

Electronic Forms (IBM System i ERPs)- A robust iSeries (AS400) solution that reduces paperwork, provides professional design tools, precisely customizes data output placement and appearance, and automatically prepares mission-critical documents for delivery by print, fax, or email.

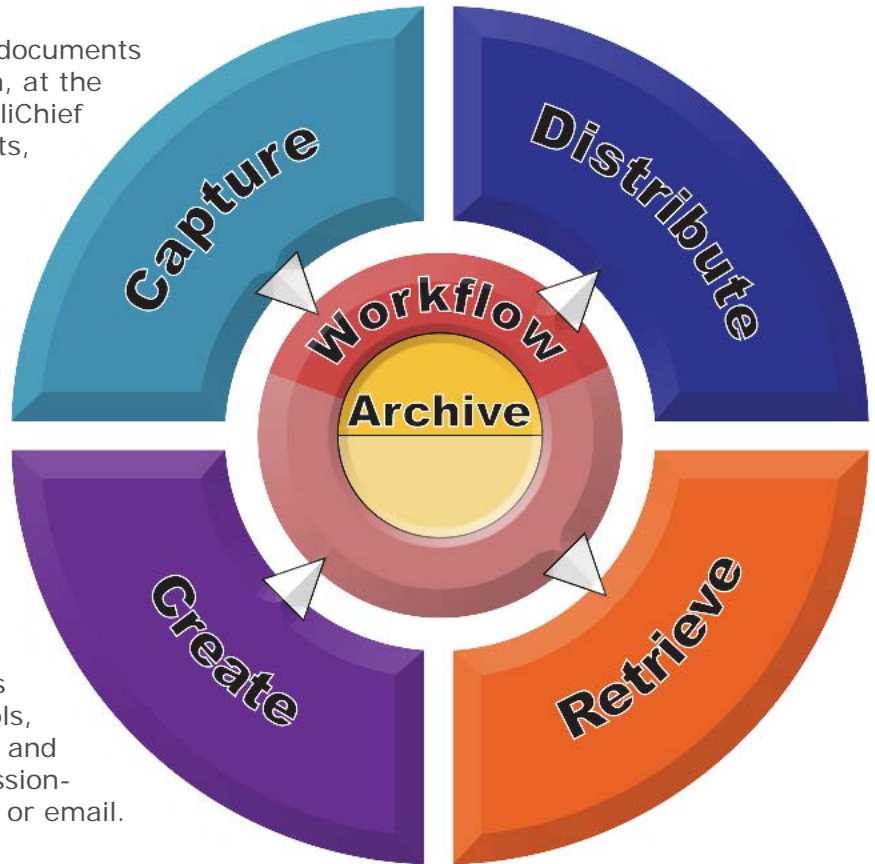
Document Imaging- IntelliChief incorporates state-of-the art imaging software to transform scanned and faxed documents into electronic images that users can later find and retrieve.

## WORKFLOW

IntelliChief's workflow engine can apply the policies and procedures you currently use to the newly created electronic documents allowing for an easy transition to paperless.

## ARCHIVE & RETRIEVE

IntelliChief allows for effective search and retrieve of critical documents from the repository in a timely and cost effective manner.



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